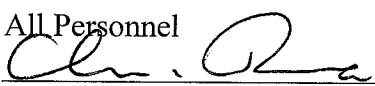


# City of Santa Fe, New Mexico

# memo

**DATE:** November 9, 2007

**TO:** All Personnel

**FROM:**   
Chris M. Rivera, Fire Chief

**SUBJECT:** Harassment Policy

I simply wanted to take this time to remind everyone about the City of Santa Fe's Harassment Policy (attached) and bring your attention to definitions 4.3.1 regarding the definition of sexual harassing behavior with special attention to the first bullet.

- 4.3.1 Sexually harassing behavior may include, but is not limited to:
- the display of pornographic material or sexual offensive media;
  - jokes or comments of a sexual nature;
  - eye contact or body language that may be of a sexual nature;
  - unwelcome insults, innuendoes, propositions, touching, gestures, cornering or double entendres that are of a sexual nature; acts of gender based animosity; requests for sexual favors;
  - persistent requests for a date; or
  - terms of endearment, such as calling a co-worker, "honey," "dear," "sweetheart," or similar expressions (the effect is the primary issue rather than the intent). Even if the person "means nothing to you" or you have "used the term for years," you should be aware that these expressions are inappropriate;
  - inquiries into a person's sexual habits, bragging about one's own sexual prowess.
  - sexual harassment is further defined and described in the guidelines, standards and rules adopted by the New Mexico Civil Rights Commission and the Equal Employment Opportunity Commission.

If there are any such items as described in the first bullet lingering around the stations I ask that you please rid the station of them. Please remember that each of our fire stations are public buildings and are often used for prevention activities and tours.

November #1